

THE TULALIP TRIBES
Housing Authority
Job Description

JOB TITLE: Manager Affordable Housing Department

JOB NUMBER: TTT-018-07

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma equivalent required..
- ☐ Graduation from a four year university or college with a degree in Public or Business Administration, Finance, Accounting Political Science, Social Services or related fields. (**Attach Copy of Diploma**) * Additional years of experience over and above minimum experience requirements described below may be substituted for college degree requirements.

EXPERIENCE:

- ☐ Minimum of three (3) years of progressively responsible experience in management position in a social services setting. Preferably related to low-income housing development and/or management.
- ☐ Minimum of two (2) years experience in management, supervision or leadership role.

KNOWLEDGE AND SKILLS:

- ☐ Working knowledge of financing related to housing development, including an understanding of the principles related to leveraging funds to maximize the use of limited resources.
- ☐ Knowledge of housing development procedures and contract administration.
- ☐ Familiarity with tribal government, customs and practices, or comparable experience.
- ☐ Ability to travel extensively and act as the Tribe's representative to HUD and State offices; to effectively communicate and liaison in person with tribal residents and representatives, government, and the public; and to correspond effectively to maintain good working relationships with HUD, contractors, governments, and the public.
- ☐ Demonstrated ability (through past employment) to deal with others in difficult situations with tact and diplomacy.
- ☐ Must have working knowledge of budgeting, grant writing, employee valuation process and deadlines.
- ☐ Strong analytical, organizational, management writing and oral communication skills. Including the ability to speak in front of groups.
- ☐ ability to work with tribal departments and outside agencies.
- ☐ Must be able to compose routine departmental correspondence, i.e., letters, reports, etc. and more complex policy and Procedure.
- ☐ Must be computer literate with working knowledge of Microsoft Programs.
- ☐ Demonstrates effective leadership and management skills.
- ☐ Must be organized and able to handle multiple departments and projects.
- ☐ Ability to interpret and follow policy.

OTHER REQUIREMENTS:

- ☐ Must be able to work well in a team environment.
- ☐ Must be willing attend progressive job related training as deemed necessary.
- ☐ Must possess a valid Driver's License. (**Please attach a copy**)
- ☐ Must have successful work history with the Tulalip Tribes and/or other employers.
- ☐ Must be able to maintain strict confidentiality at all times.
- ☐ Must be flexible to respond to tribal needs at all times (nights, weekends, and/or holidays).
- ☐ Must have tolerance and patience to deal with clients in difficult situations.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITS:

- ☐ Ability to walk in a variety of terrain.
- ☐ Ability to climb stairs frequently.
- ☐ Manual and finger dexterity for the operation of personal computer and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Mobility to bend and/or stoop on frequent basis.

Tribal Department: Housing Department

Employee Classification: Exempt

Job Summary: The Manager of the Affordable Housing Department directs, plans, and manages the programs and general operations of the publicly funded housing programs for the Tulalip Tribes. Upon completion of training period with housing Director, duties will include, but are not limited to the specific duties performed.

Employee Reports To: Executive

Specific Duties Performed:

1. Represents organization and maintains positive relations with State, federal and local governments, public agencies, tribal governments, homebuyers and tenant groups and representatives and the general public.
2. Plans, directs and supervises the projects and activities of the Affordable Housing Programs;
3. Supervises the preparation, administration, execution and performance of housing contracts, including development, construction, consultant, audit, and litigation contracts.
4. Assists the Executive in policy-making and decision-making, and in setting program and tribal goals;
5. Maintains compliance with federal and state housing requirements, and assists in the adoption of HUD requirements and other policies relating to housing activities;
6. Protects the assets of the Tribes and promotes fiscally responsible operations;
7. Oversees and administers the policies of the Tribes, including, but not limited to, procurement, occupancy, admissions and personnel policies;
8. Oversees the preparation of budgets and monitoring fiscal accountability and responsibility;
9. Executes contracts and other commitments as authorized or delegated by the Executive.
10. Coordinates and assists in the preparation for the acquisition, financing, development, and construction of housing development projects.
11. Reviews plans and oversees construction projects, both Tulalip Tribes and Developer projects.
12. Emergency Management Representative.
13. Forecasts, monitors and reports departmental budget needs.
14. Ensures quality of service and program aspects meets standards developed.
15. Performs other duties as deemed necessary.

Term of Employment: This is a regular full-time position requiring 40 hours per week, or 2080 hours per year.

Pay Range: \$26.43 – \$37.16 Per Hour

Opening Date: January 23, 2007

Closing Date: February 6, 2007 @ 4:00 p.m.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

The filling of this position shall be according to the Indian preference requirements of the Tulalip Housing Department which states that the Tulalip Tribes Housing Department shall, to the maximum extent feasible, give preference to members of Federally recognized tribes in hiring, training and employment; and shall conform to principles of Indian preference, as established in the Indian Reorganization Act of 1934 in hiring, promoting and training. However, the primary factors taken into account in all hiring decisions will be the relative ability and merit of all candidates, as well as Indian preference criteria.